

**Instructions to Complete
Dealer Business Report
Form P&SP-3310**

If you report on a calendar-year basis, you must file your report not later than April 15. If you report on a fiscal-year basis, you must file your report not later than 90 days after the close of your fiscal year.

Penalties for failure to file: You may be fined \$110 for each day the report remains delinquent.

Mail the completed form to the regional office of the Packers and Stockyards Programs as listed below. The states covered by each regional office are listed below the regional office's address.

Regional Offices of the Packers and Stockyards Programs Grain Inspection, Packers and Stockyards Administration		
Atlanta Regional Office Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: PSPAtlantaGA.GIPSA@usda.gov	Denver Regional Office One Gateway Centre 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 e-mail: PSPDenverCO.GIPSA@usda.gov	Des Moines Regional Office Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 e-mail: PSPDesMoinesIA.GIPSA@usda.gov
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV	AK, AZ, CA, CO, HI, ID, KS, MT, NE, NM, NV, OK, OR, TX, UT, WA, WY	IA, IL, IN, KY, OH, MI, MO, MN, ND, SD, WI

Additional copies of the report form may be obtained from the regional office covering your state. All inquiries concerning any section or part of a section contained in the report can also be addressed to that regional office.

Line No.	Subject	Instruction
Section 1 – General Information		
1	Name	Enter the name of the reporting firm. If registrant operates under a different name(s), list all name(s) under which registrant operates.
2	Operating Address	Enter the street and number, city, state, and zip code where the registrant operates.
3	Telephone No.	Enter the area code and telephone number of the reporting firm.
4	E-mail Address	Enter the firm's e-mail address.
5	Fax Number	Enter the firm's fax number.
6	Cell Phone Number	Enter the officer/owner's cell phone number.
7	Web site	If the reporting firm operates a web site in conjunction with its livestock operations, enter the web site's address.
8	Type of Organization	Check the appropriate box to indicate the firm's type of organization. If you check other, briefly describe the type of organization.
9	Changes in Organization	Check the appropriate box to indicate whether any changes in the firm's organization occurred during the reporting year. If you check yes, describe the changes.
Section 2 – Bond Information		
10	Total Cost of Livestock Purchased on a Dealer Basis for Registrant's Account	For each quarter of your business year, enter the gross dollar value of all livestock purchased for others on a commission basis, whether or not payment was made by you or your customers.

Line No.	Subject	Instruction
11	Total Cost of Livestock Purchased for the Accounts of Others	For each quarter of your business year, enter the gross dollar value of all livestock purchase for others on a commission basis, whether or not payment was made by you or your customers.
12	Total Cost of Livestock Purchased	Enter the total cost of livestock purchased (Line 10 + Line 11)
Section 3 – Livestock Purchased		
13	Number of Head Purchased	For each category of livestock, enter the total number of head purchased.
Certification		
14	Date	Enter the date the report was signed. Use the format <i>(Month/Day/Year)</i>
15	Title	Enter the title of the person signing the report
16	Signature (Owner, partner, or responsible officer)	An owner, partner, POA, or officer of a corporation must sign the report.
17	Period Covered	If the firm operates on a calendar year basis enter the year ended.
18	Fiscal Year Basis	If the firm operates on a fiscal year basis enter the firm's fiscal year start and end dates.